

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an advance notice regarding [specify the subject or event, e.g., my resignation, upcoming leave, etc.].

As per our agreement and standard procedures, I am formally notifying you of [state the purpose of the notice, e.g., my intention to resign from my position effective [last working day] or my planned absence from [start date] to [end date]].

I want to ensure a smooth transition and will do my best to wrap up my responsibilities and assist in any handover processes.

Thank you for your understanding. Please let me know if there is anything else you need from me during this period.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]